2014 AIR FORCE GME APPLICATION GUIDELINES

PLEASE READ CAREFULLY. THE APPLICATION PROCESS IS DIFFERENT THAN PREVIOUS YEARS.

ALL IMPORTANT APPLICATION DATA, DATES AND TIMELINES ARE POSTED ON THE FOLLOWING WEBSITES:

1. Military: https://kx2.afms.mil/kj/kx4/AFPhysicianEducation/Pages/home.aspx

2. Public: http://www.afms.af.mil/PhysicianEducationBranch

AIR FORCE GME OFFICE POC INFO

Program Managers:
Last name beginning with A-HAW:
TSgt Nada Larry, nada.larry@us.af.mil; (210)565-0652
Last name beginning with HAY-Q:
Mr. Matthew Kush; matthew.kush@us.af.mil; (210)565-0656
Last name beginning with R:
Ron Pompa; ronald.pompa.1@us.af.mil; (210)565-0655
Last name beginning with S-Z:
Mr. Calvin Baker; calvin.baker@us.af.mil; (210)565-0651

HOW TO APPLY FOR GME ON MODS

https://education.mods.army.mil/MEDED/UserLogon/UserLogon.asp

1. Obtain a Log-In ID and password at the above MODS website.


Once obtained:

2. Go to the same above website and log in using your CAC or Log-In ID and password. You will then be brought to this screen. Click "APPLY FOR GME" and complete the 9 modules (note: they must be done in order and you must complete the current module before proceeding to the next).
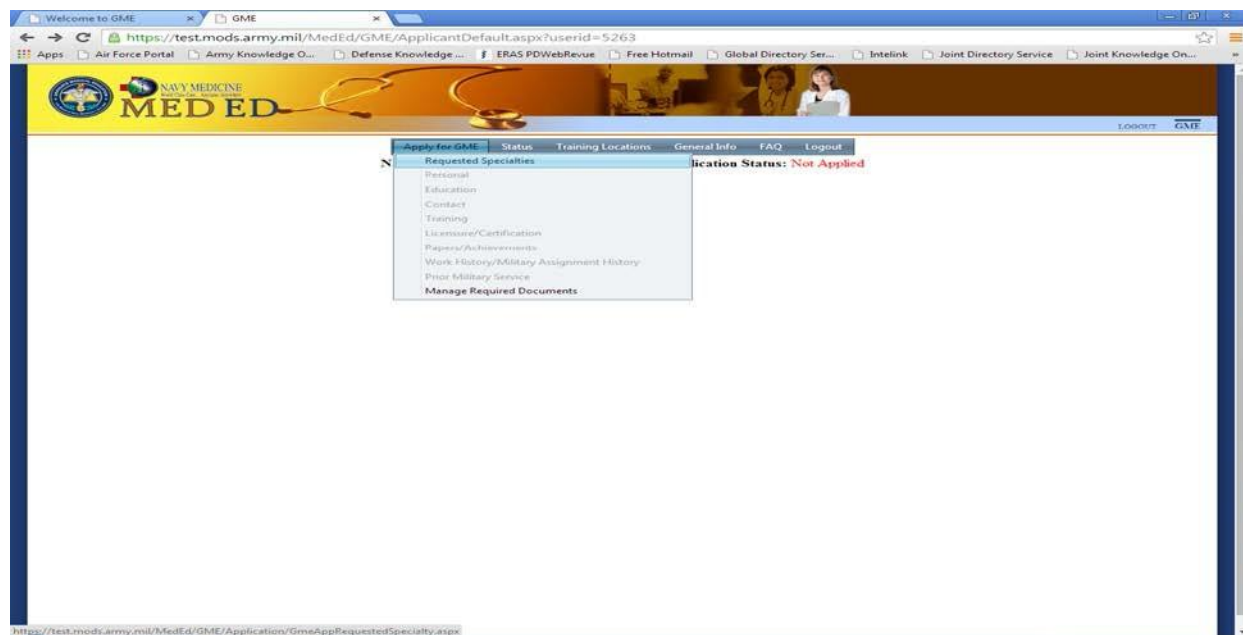
Once all applications modules have been filled out your application is complete. Changes can be made up until 15 October and then your application is locked.   Once application is complete you will then be able to upload your supporting documents.

HOW TO UPLOAD SUPPORTING DOCUMENTS TO MODS

1. Log in to MODS and you will be brought to this screen. Hover on the "Apply for GME" tab and then click on "Manage Documents".
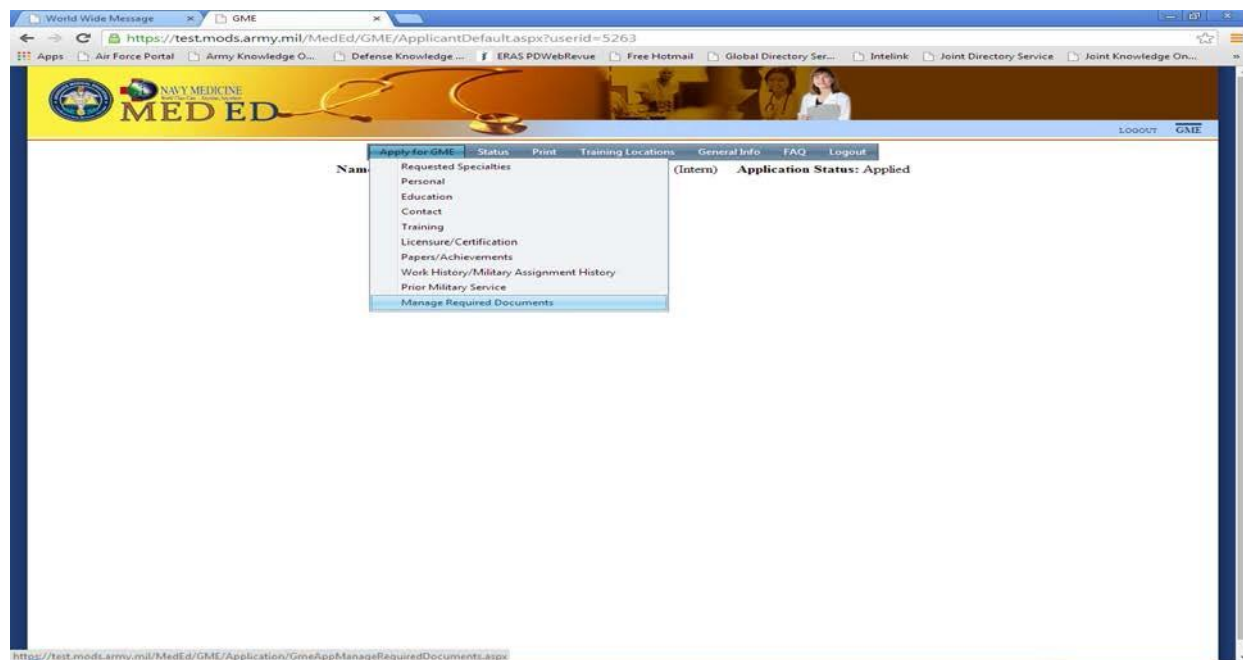

2. Click on select files.
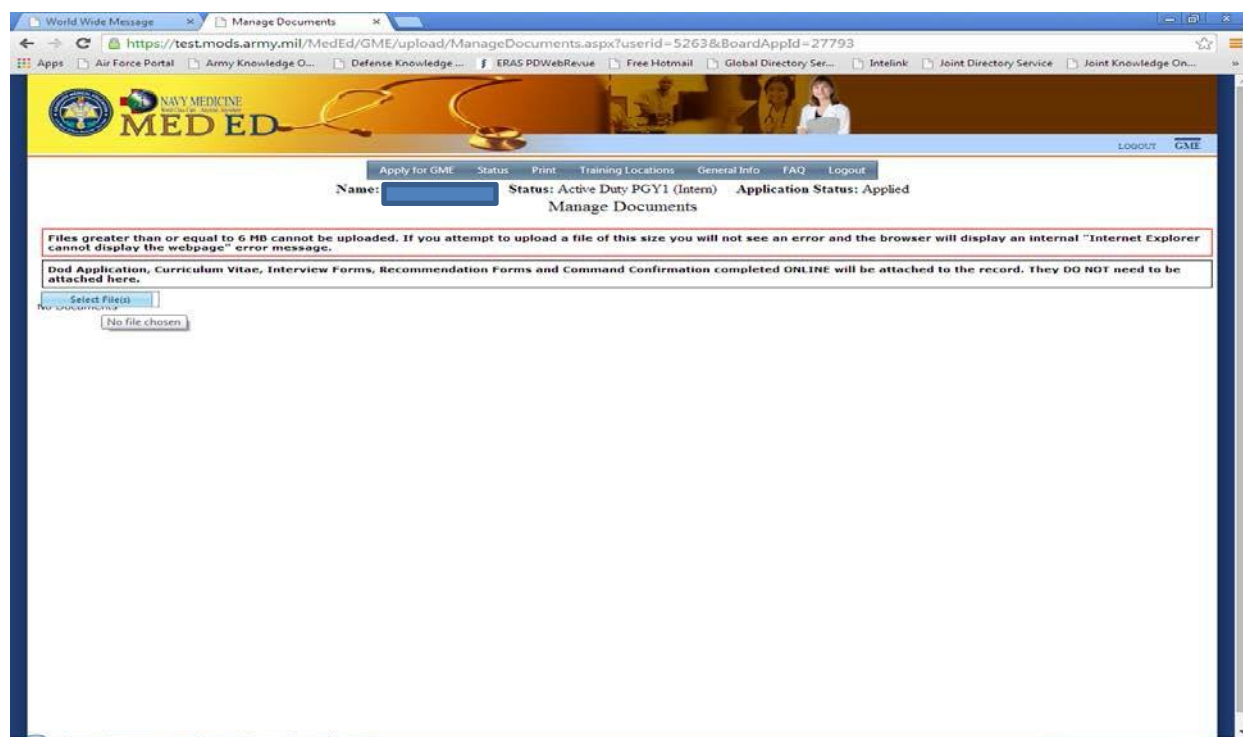
3. Enter in the document title in the "document title" box and select the type of your document in the "document title" box. Click "Attach New Files".

4. Click "Upload Attached Files". You will need to repeat steps 2 through 4 for each document.

5. To see what documents you have uploaded go to the same "Manage Documents" tab used to upload documents and they will appear as shown below.
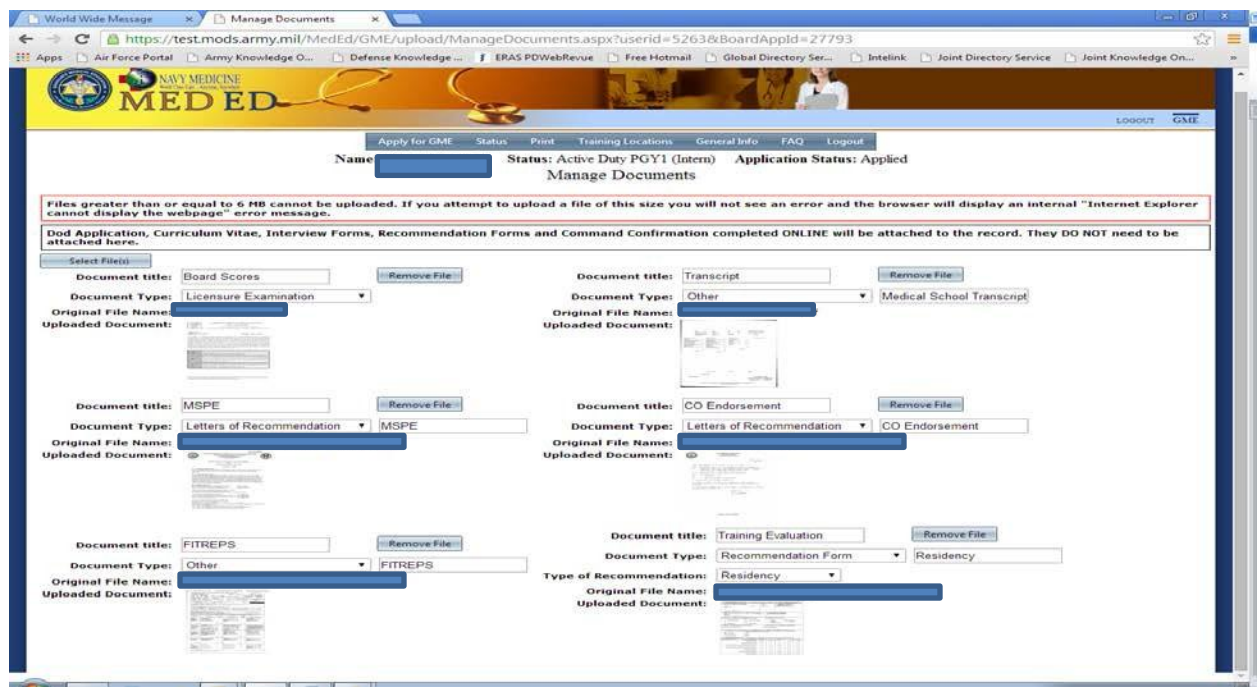
After you upload your supporting documents the GME office will mark them as received (depending on the volume this could take up to 10 working days).

6. To check the status of your supporting documents received by the GME office hover on "Status" and click on "Document Submission". Received documents will be marked with a star.

7. Supporting Documents with associated timelines are listed on the following pages:
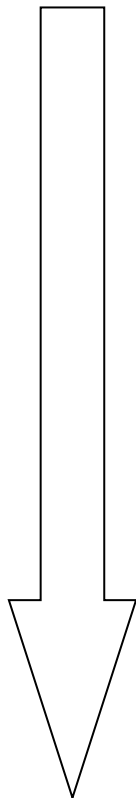
Summary of the 2014 JSGMESB "HPSP" Timelines | **Deadlines**

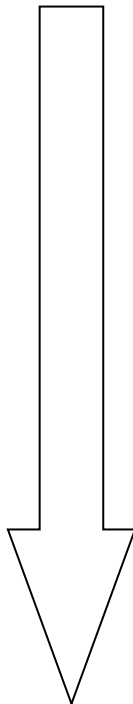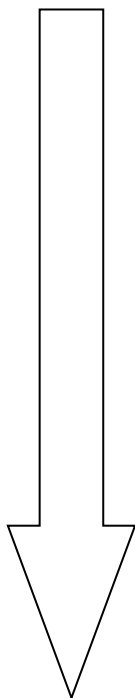|	
All items must be uploaded into the Medical Operational Data System (MODS). **DO NOT MAIL/EMAIL DOCUMENTS!** 1. **DoD two-page application for GME (DPANE Form 4117)** You must also send the 2-page DoD application and CV to all AF Program Directors (or Consultant if no AF program exists) in the specialty you are applying. 2. **Curriculum vitae** (CV) 3. **Two personal letters of recommendation:** One letter must be from a civilian or military physician in the department of your first choice of residency 4. **Personal essay** 5. **Second choice form** 6. **Weight statement** (Please ensure statement is <u>signed</u> and <u>dated</u> by a certifying official) 7. **Statement of understanding** 8. **Education summary** 9. **PGY1 only**	**14 September 2014** Note: Once you have uploaded an application document into MODS, you will receive an automated email acknowledging entry of your document. Contact Physician Education if you have not received an email <u>after</u> 2 weeks of uploading your document(s).
Last day for requests for training <u>location</u> changes Applicants may request a change to training <u>location</u> (**not specialty**) preferences. -All requests must be submitted via email to Physician Education and on the second page of the DoD application for GME (DPANE Form 4117), 2nd Choice form or the PGY1 only form, as applicable -No changes will be made by telephone	**15 October 2014**
11. **USMLE/COMLEX Steps/Levels 1 and 2** (copy of official transcripts) You must submit all exam scores to include failed scores. If you are retaking the Step/Level 1 or 2 you must send Physician Education your retake exam date. 12. **Program Director/Consultant interview sheets** (uploaded into MODS by PD/Consultant)	**15 October 2014**
13. **Medical student performance evaluation** (MSPE, formerly known as Dean's letter) It is the medical student's responsibility to ensure the MSPE is uploaded into MODS. 14. **Medical school transcript**	**7 November 2014**
JSGMESB selection results released via email	**17 December 2014**
Written notice to all applicants	**NLT 31 January 2015**

Summary of the 2014 JSGMESB "USUHS" Timelines   **Deadlines**

Items must be uploaded into the Medical Operational Data System (MODS).
DO NOT MAIL/EMAIL DOCUMENTS!
1. **DoD two-page application for GME (DPANE Form 4117)**
    You must also send the 2-page DoD application and CV to all AF Program Directors (or Consultant if
    no AF program exists) in the specialty you are applying.
2. **Curriculum vitae** (CV)
3. **Three personal letters of recommendation** (the Chair letter must be from a civilian or
    military physician in the department of your first choice of residency)
4. **Personal essay**
5. **Second choice form**
6. **Commander's fitness statement**
7. **Statement of understanding**
8. **Education summary**
9. **PGY1 only**
	14 September 2014
	
	Note: Once you have uploaded an application document into MODS, you will receive an automated email acknowledging entry of your document. Contact Physician Education if you have not received an email <u>after</u> 2 weeks of uploading your document(s).

Last day for requests for training <u>location</u> changes Applicants may request a change to training <u>location</u> (**not specialty**) preferences. -All requests must be submitted via email to Physician Education and on the second page of the DoD application for GME (DPANE Form 4117) -No changes will be made by telephone	**15 October 2014**

11. **USMLE Steps 1 and 2** (copy of official transcripts)
    You must submit all exam scores to include failed scores. If you are retaking the Step 1
    or 2 you must send Physician Education your retake exam date.
12. **Program Director/Consultant interview sheets**
	15 October 2014

13. **Medical student performance evaluation** (MSPE, formerly known as Dean's letter) It is the medical student's responsibility to ensure the MSPE is uploaded into MODS. 14. M**edical school transcript**	**7 November 2014**
JSGMESB selection results released via email	**17 December 2014**
Written notice to all applicants	**NLT 31 January 2015**

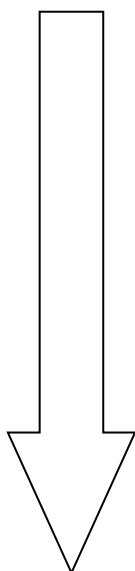| Summary of the 2014 JSGMESB **"DEFERRED" / "RE-DEFERRED"** Timelines	Deadlines

All items must be uploaded into the Medical Operational Data System (MODS). **DO NOT MAIL/EMAIL DOCUMENTS!**
 1. **DoD two-page application for GME (DPANE Form 4117)**
   You must also send the 2-page DoD application and CV to all AF Program Directors (or Consultant if no AF program exists) in the specialty you are applying.
 2. **Curriculum vitae** (CV)
 3. **Current unrestricted medical license** (for those who have completed a PGY1)
 4. **USMLE Step/COMLEX Level 1, 2, and 3 scores** (copy of official transcripts)
   You must submit all exam scores to include failed scores. If you are retaking the Step/Level 3, you must send Physician Education your retake exam date.
 5. **Step/Level 3 intention form** (if applicable)
 6. **Medical student performance evaluation (MSPE)** – formerly known as Dean's Letter
 7. **Copy of official medical school transcript** (including degree award date)
 8. **Two personal letters of recommendation**
 9. **Personal essay**
 10. **Second choice form**
 11. **Weight statement** (Please ensure statement is <u>signed</u> and <u>dated</u> by a certifying official)
 12. **Statement of understanding**
 13. **Reserve component health risk assessment (RCHRA)**
   Must be completed and signed by the applicant and a fully licensed M.D. or D.O.
	14 September 2014
	
	 Note: Once you have uploaded an application document into MODS, you will receive an automated email acknowledging entry of your document. Contact Physician Education if you have not received an email <u>after</u> 2 weeks of uploading your document(s).

Last day for requests for training <u>location</u> changes Applicants may request a change to training <u>location</u> (**not specialty**) preferences. -All requests must be submitted via email to Physician Education and on the second page of the DoD application for GME (DPANE Form 4117) -No changes will be made by telephone	**15 October 2014**
14. **Current Program Director recommendation form** (if currently in training) 15. **Previous Program Director recommendation form** (for each program previously attended) 16. **Program Director/Consultant interview sheets** (uploaded into MODS by PD/Consultant)	**15 October 2014**
Last day for applicants to withdraw application (Must submit request via email to Physician Education)	**31 October 2014**
JSGMESB results released via email	**17 December 2014**
Written notice to all applicants	**NLT 31 January 2015**

Summary of the 2014 JSGMESB **"ACTIVE DUTY"** Timelines	Deadlines

All items must be uploaded into the Medical Operational Data System (MODS).
 DO NOT MAIL/EMAIL DOCUMENTS!
 1. **DoD two-page application for GME (DPANE Form 4117)**
    You must also send the 2-page DoD application and CV to all AF Program Directors (or Consultant if
    no AF program exists) in the specialty you are applying.
 2. **MPH supplemental form** (applies to RAM applicants only)
 3. **Curriculum vitae** (CV)
 4. **Current unrestricted medical license** (for those who have completed a PGY1)
 5. **USMLE Step/COMLEX Level 1, 2, and 3 scores** (copy of official transcripts)
    You must submit all exam scores to include failed scores. If you are retaking the
    Step/Level 3, you must send Physician Education your retake exam date.
 6. **Step/Level 3 intention form** (if applicable)
 7. **Medical student performance evaluation (MSPE)** – formerly known as Dean's Letter
 8. **Copy of official medical school transcript** (including degree award date)
 9. **Commander's letter of recommendation** (staff applicant's only)
 10. **DEROS letter of intention** (overseas applicants only)
 11. **Two personal letters of recommendation**
 12. **Last five OPRs/Training Reports**
 13. **Personal essay**
 14. **Second choice form**
 15. **Fitness statement**
 16. **Statement of understanding**
	14 September 2014
	
	 Note: Once you have uploaded an application document into MODS, you will receive an automated email acknowledging entry of your document. Contact Physician Education if you have not received an email <u>after</u> 2 weeks of uploading your document(s).

Last day for requests for training <u>location</u> changes Applicants may request a change to training <u>location</u> (**not specialty**) preferences. -All requests must be submitted via email to Physician Education and on the second page of the DoD application for GME (DPANE Form 4117) -No changes will be made by telephone	**15 October 2014**
17. **Current Program Director recommendation form** (if currently in training) 18. **Previous Program Director recommendation form** (for each program previously attended) 19. **Program Director/Consultant interview sheets** (uploaded into MODS by PD/Consultant)	**15 October 2014**
Last day for applicants to withdraw application (Must submit request via email to Physician Education)	**31 October 2014**
JSGMESB results released via email	**17 December 2014**
Written notice to all applicants	**NLT 31 January 2015**

   Applicants will upload above supporting documents (unless otherwise noted).